



**STATE OF DELAWARE
STATE COUNCIL FOR PERSONS WITH DISABILITIES**

Margaret M. O'Neill Bldg., Suite 1, Room 311
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Dover, Delaware 19901
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The Honorable John Carney
Governor

John McNeal
SCPD Director

**Traumatic Brain Injury Fund Application Review Committee
07/01/19
Meeting Minutes**

Members Present

Nancy Ranalli, Chair (ES)
Sharon Lyons (BIAD)
Dorothy Prior (DHSS)
Ron Sarg (DCVA)

Members Absent

Kristin Harvey (DDC)
Katie Freeman, Co-Chair
(DSCYF)

Additional Attendees

Dee Rivard (SCPD)

Call To Order:

Nancy Ranalli called the meeting to order at 12:18 p.m., inquiring if everyone had time to review the applications for discussion today. Nancy inquired if everyone had the opportunity to review the minutes of our last meeting held on 05/06/19.

Approval of Minutes:

Ron Sarg made a motion to approve the minutes of the previous meeting as prepared, Sharon Lyons seconded Ron's motion with voting committee members in attendance unanimously approving the minutes as prepared.

Applications in Progress

Nancy reviewed the list of applications in progress providing status updates for members.

Ewonishon, Donna – Awaiting additional documentation requested following the committee's previous discussion.

- Sharon continues to try to reach someone in order to obtain additional information to no avail. Sharon left several messages and is awaiting a return call.

Mertens, Ryan – Awaiting installation of assistive driving technology by True Mobility on July 19 and subsequent receipt of invoice for payment. Once the equipment is installed, Ryan can renew his driving permit in order to complete the driving training through Moss Rehab that this committee previously approved.

Thibodeau, Keith – Brass Sales Inc. contracted a vendor to replace Mr. Thibodeau's HVAC system.

Applications for Review:

Williams-Hopkins, Cheryl – Deborah Young from EmpowerAbility conducted an in-home assessment at the request of this committee. Nancy noted that Cheryl provided one estimate from Fletcher Plumbing, Heating, and Air Conditioning.

Following review of Ms. Williams' application package and discussion, committee members recommended:

- Cheryl provided one estimate from Fletcher Plumbing, Heating, and Air Conditioning.
- Nancy questioned the assessment from EmpowerAbility noting that Deborah Young is a licensed Occupational Therapist who did a good assessment with Cheryl. Nobody can predict the future. Based on what Ms. Young knows about Cheryl based on her assessment Nancy thinks that the way that Ms. Young put the recommendations in the assessment was in order of Ms. Young's recommendation. It doesn't appear that Ms. Young is recommending the walk-in shower, based on her review of the assessment and that Cheryl would be safe with a tub-bench and grab bars. A discussion ensued among the members some of whom thought that the assessment was in order from most cost-effective recommendation to the most expensive recommendation. Nancy agreed to follow-up with Ms. Young to find out the order of her assessment recommendations.
- Committee members discussed the pros and cons of a tub transfer bench versus the bathroom remodel with a surround walk-in shower due to space limitations with Cheryl's bathroom noting the lack of measurements included in the EmpowerAbility assessment. Nancy noted that the purpose of this committee requiring an

assessment is to rely on their expertise and not second guess the assessment's recommendations.

- Dee passed on information that Ms. Williams contacted the office yesterday to inquire about the approval of her request.
- Avenue Medical Construction provides tub cut-out renovations.

Committee members discussed the options' contained in the EmpowerAbility

Assessment and decided that due to the space limitation in the existing bathroom that the best options were to provide:

- Installation of 36 inch horizontal grab bar on long shower wall installed 32 inches above the tub floor and starting 8 inches from right short shower wall with controls and purchase of a tub transfer bench with adjustability from 16 inch minimum for the existing tub. Committee members noted that Ms. Williams has tile walls surrounding her existing tub and stated that the contractor is responsible for the cost of tile replacement if breakage occurs during installation. Should Ms. Williams require a tub-cut out in the future due to her balance issues that is an option that the committee can reassess at that time;
- Purchase of recommended wash mitt and long handled sponge;
- Installation of a toilet safety frame and a comfort height toilet;
- Purchase of a 3-in-1 commode to place near the client's bed for use during the night to allow ease and safety of client transfer on and off the toilet throughout the night due to urgency needs.
- The committee agreed to purchase an emergency notification unit if the client is able to afford monthly payments of \$49.95 for monitoring since this committee does not pay for ongoing services. Nancy shared information on a unit for purchase that does not require a monthly monitoring fee because the unit provides a pre-recorded message with the option of dialing 5 different numbers. Given Ms. Williams' propensity for falls she may need to speak to a live person. Nancy will provide Dee with information on the unit.
- Committee members wondered if Ms. Williams would qualify with the state for coverage through the Division of Services for Aging Adults and Persons

with Disabilities (DSAAPD). Nancy agreed to follow up with DSAAPD on this issue.

- Recommend that the client's approval letter provide information for her to register with Smart911 in Kent County in order to notify first responders that a person with a disability lives in the home.
- Other safety recommendations listed in the assessment are the homeowner's responsibility as these services are not provided by the fund. However, she will probably need help from someone in order to carry out the assessment's recommendations. These include removal of home throw rugs, placement of flashlight near bedside, purchase of fire extinguishers and a carbon monoxide detector for the home along with replacement of batteries in existing home smoke detectors and installation of a non-skid tub surface to increase safety with bathing and decrease fall-risk.
- Ms. Williams may qualify for personal attendant services, case management and other services through referral to the Delaware Aging and Disability Resource Center (ADRC). Dee will refer Ms. Williams to the ADRC for an evaluation to see if she qualifies and to obtain any available resources.
- Ms. Williams' approval letter will include the recommendations above.

James, Megin M. – Megin had two brain injuries and currently works full-time for the Pharmacy at A. I. DuPont Nemours Hospital. She requested funding of Graduate Record Examination or GRE in order to complete her Doctorate Pharmacy Degree. Following review and discussion of Ms. James application package committee members recommended:

- Request the client to pay for the GRE first and then provide the TBI Fund Committee proof of attendance and completion from Kaplan in order to receive reimbursement from Delaware's TBI Fund.
- Following a discussion, Sharon Lyons made a motion that Ron Sarg seconded to approve this request as stated above. Committee members in attendance unanimously approved the motion.

- Include information in Ms. James' approval letter notifying her of the TBI Fund Application Review Committee's decision that will allow her to register with the State of Delaware's eSupplier Portal for reimbursement. E.g. The State Council for Persons with Disabilities, Traumatic Brain Injury Fund is able to directly reimburse clients who access the State of Delaware eSupplier Portal by selecting the link below and completing the user registration information. Once approved the client can submit an invoice showing proof of payment electronically to the TBI Fund mailbox at: SCPDBrainInjuryFund@delaware.gov in order to receive reimbursement of approved services. Clients can also submit proof of payment for approved services directly to the State Council for Persons with Disabilities at the Margaret M. O'Neill Bldg., Suite 1, 410 Federal Street, Dover, DE to the Attention: TBI Fund. https://accounting.delaware.gov/w9_notice.shtml
- If the state is unable to reimburse Ms. James directly, the Committee will ask the Brain Injury Association of Delaware (BIAD) to reimburse Ms. James and send us an invoice for the TBI Fund to reimburse BIAD.

Kalp, Paul – Following review and discussion of Mr. Kalp's application package, committee members made the following recommendations:

- At the time of review, the TBI Fund was in receipt of two estimates from Delmarva Construction Services and Single Source Contracting for this request. Delmarva Construction Services is approved with the State of Delaware, First State Financials to receive direct payment while Single Source Contracting is not currently registered or approved.
- The TBI Fund Policy requires an in-home assessment of the client prior to approving any services since contractors are the ones saying what the client needs, not a certified, licensed Occupational Therapist making recommendations for the clients safety through an assessment of the clients capabilities.
- Committee members felt that perhaps the client could benefit from installation of a chair lift in order to provide access to the home's previously funded bathroom remodel using the TBI Fund. Until completion of an assessment, the client may not be aware of other options that are available to them.

- Following receipt of an assessment the committee will reconvene to discuss the assessment and decide how to move forward.

Old Business

None

New Business

- There was no new business for this meeting.

Announcements

- None

Adjournment

With no further business, Sharon Lyons made a motion to adjourn, that Ron Sarg seconded with voting members in attendance unanimously approving the motion to adjourn at 1:55 pm.